



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT

09/2015

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **OBO (Overseas Buildings Operations) ARCHITECT**
OPENING DATE: MAY 5, 2015
CLOSING DATE: MAY 19, 2015
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN 10 (19,713.00 €)

U.S. Embassy Pristina is seeking one qualified individual for the position of **OBO ARCHITECT**.

BASIC FUNCTION OF POSITION - The Architect shall inspect construction; review plans; recommend approval of shop drawings and submittals; maintain a daily log of construction activities; develop change orders, including preparing cost estimates; and other construction engineering duties related to the construction of the Pristina NEC as directed by the OBO Project Director (PD) or Construction Manager (CM). He/She shall be capable of working independently and shall provide professional engineering services.

MAJOR DUTIES & RESPONSIBILITIES

1-Develop an in-depth knowledge of the general contractual and detailed requirements of the construction contract for the project. Observe the execution of the construction to assure adherence to approved shop drawings and specifications, inspect construction workmanship, materials, methods, and equipment, and report to OBO PD or CM as to their conformity or non-conformity to the approved drawings and specifications. Make recommendations to the OBO PD or CM on how to correct deficiencies and resolve problems during construction. Work independently and maintain daily construction surveillance logs while ensuring contractor compliance with the terms and conditions of the contract between the construction contractor and the Government. The value of the construction contract is over \$158 million and the duration is 32 months. The value of the work to be overseen by the incumbent will be approximately \$50 million. **(50%)**

2- Prepare weekly, monthly, and other reports of the progress of construction as required by the OBO PD or CM. Provide digital photographic records to support reports. **(15%)**

3-Update and monitor contractor construction schedule in regards to architectural and civil construction, review any proposal for change in construction or methods for time implications. Submit recommendations to OBO PD or CM, including the length of time extensions that are justified by the change. **(10%)**

4-Perform any other engineering support duties related to OBO field operations as may be requested by the OBO PD or CM. Liaison to Post, coordinate authorized Title II electrical engineering services as required. Participate in meetings and conduct discussions with local/municipal authorities, as appropriate, on matters pertaining to construction site activities when requested by the OBO PD or CM. **(10%)**

5-Review and analyse material samples, catalogues and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contract requirements. Prepare written reports of the analysis, incorporating the comments, and provide recommendations and/or

alternatives for appropriate action by the OBO PD or CM. The incumbent will be responsible for US Government property valued at approximately \$0.5 million. **(10%)**

6-Prepare engineering drawings, schematic drawings, technical specifications, and independent government cost estimates for construction change orders or to support U.S. installed equipment. Review and analyse contractor’s change order proposals for cost and compliance with the change. Prepare cost of alternatives to design and specifications when requested by OBO PD or CM. **(5%)**

REQUIRED QUALIFICATIONS

Education: Bachelor of Science degree in architecture or architectural engineering from an accredited institution or equivalent degree or experience.

Prior Work Experience: Seven years of experience in the field of architecture, preferably related to building construction and renovations. Two years’ experience with U.S. codes and criteria, preferably with the Department of State.

Language Proficiency: Level 4 English; Level 4 Albanian or Serbian.

Knowledge: Must have knowledge in design and construction practices with U.S. civil and architectural codes and specifications, thorough professional knowledge in civil and architectural design calculations and criteria, preparation of engineering drawings and specification.

Skills and Abilities: MS Office package user for word processing and analysis. Ability to use engineering management software, maintain daily construction inspection logs. Ability to create architectural cost estimates, review civil and architectural construction drawings for code compliance and provide briefings to the PD on civil and architectural issues. Ability to use AutoCAD required.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position should submit the following:

- 1. U.S. Embassy Pristina Application for Employment
- 2. A current resume or Curriculum Vitae.
- 3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
- 4. Copy of Kosovo ID or copy of Passport

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver them to:
Human Resources Office,
U.S. Embassy Pristina, Kosovo

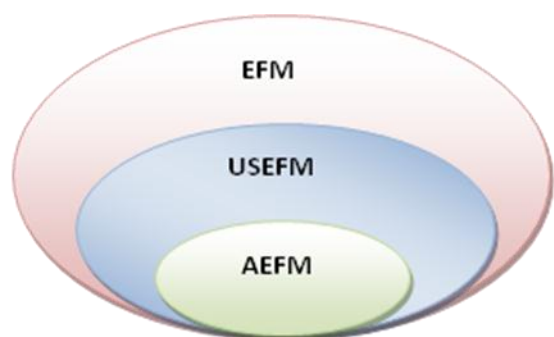
The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLOSING DATE FOR THIS POSITION:

MAY 19, 2015 - BY CLOSE OF BUSINESS

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,

- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).